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UNITED STATES DEPARTMENT OF AGRICULTURE
FOREIGN AGRICULTURAL SERVICE
WASHINGTON 25, D. C.

FAS Field Instruction No. 18
February 25, 1957

SUBJECT: Standardized FAS Form 66 for Quarterly Reporting of Post Plans to Coordinate with Foreign Travel from Washington.

I. PURPOSE: To improve Foreign Agricultural Service operations with respect to avoidance of FAS and other visitors' conflicts with the normal operational requirements at each post.

II. Use by each post of new Quarterly Report Form.

- A. After reviewing several of the Quarterly Travel Reports requested by our memo of February 13, 1956, we now ask that you submit your future reports using the attached form to facilitate review by the Travel Committee and aid in their efforts to eliminate conflicts between your travel plans and those of the travelers cooperating with FAS Travel Committee.
- B. We want to re-state that this is not an attempt to police your activities or to require you to make your plans inflexible. It is the aim of the Travel Committee to avoid U. S. travelers' conflicts with the necessary work at your post through the use of this standardized form for your report. We think and hope it has achieved this purpose to a considerable degree during the past year.
- C. Please submit a supplemental report if your post plans change during a quarter after submitting the original Quarterly Report.

Distribution: List A (including Agricultural Attaches)



